

SECTION: Integrated Accessibility Standards	SUBJECT: Statement of Organizational Commitment	POLICY NUMBER:
IMPLEMENTATION: 2016	REVIEW: 2018, 2020, 2021	
APPROVED BY: Sharon Maksymyshyn	REVISION:	PAGE: 1 of 4

1. INTRODUCTION

The purpose of this policy is to address the accessibility requirements of Ontario Regulation 191/11, Integrated Accessibility Standards Regulation (IASR). Our goal is to establish and maintain an inclusive work environment where all persons are treated equally. This policy will be used to provide a framework within which accessibility plans and initiatives will be created in order to move the organization towards the goal of improving accessibility for persons with disabilities throughout Grundfos Canada Inc and being compliant with all the standards under the AODA.

The commitments in this policy are intended to ensure that accessibility remains a priority in Grundfos Canada Inc's decision-making process and will serve to assist in ensuring that decisions improve accessibility and not inadvertently create barriers.

2. SCOPE

This policy will apply to all employees, visitors, applicants for employment who may require employment accommodation through the recruitment, assessment, selection and hiring process, as well as contractors, third parties or any other individuals who interact with the public or other third parties who represent or act on behalf of Grundfos Canada Inc in any manner.

3. PRINCIPLES

3.01 Grundfos Canada Inc is committed to establishing, maintaining and implementing policies as well as associated practices and procedures in the IASR, in the areas of information and communications and employment and to meet the accessibility needs of persons with disabilities in a timely manner.

3.02 Grundfos Canada Inc is committed to eliminating barriers and improving accessibility for persons with disabilities, in a manner that respects dignity, independence, integration and equal opportunity. Grundfos Canada Inc recognizes the diverse needs of all our employees and clients and will respond by striving to provide services and facilities that are accessible to all.

3.03 Grundfos Canada Inc is committed to fostering, creating and maintaining a barrier-free environment for all individuals, providing equal rights and opportunities including:

- promoting a respectful attitude for persons with disabilities;
- promoting awareness of the needs and abilities of persons with disabilities;
- informing the Grundfos Canada Inc community about the services available to persons with disabilities and seeking to ensure that such services are delivered in ways that promote equity; and
- providing support services, subject to certain limitations.

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3.04 Grundfos Canada Inc is committed to the establishment, implementation, maintenance and documentation of a multi-year accessibility plan which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under the AODA and its Regulations. This plan will be posted in an obvious place on company premises and on the company website. It will also be provided in alternative formats upon request and reviewed and updated at least once every five years.

3.05 Grundfos Canada Inc is committed to excellence in serving all our clients, including people with disabilities. When providing information to, or communicating with, a person with a disability, we will provide the information and communication in a format that takes into account the person’s disability, as described in the customer service standard and under the IASR. We will meet alternative format requests in a timely fashion and at no additional cost.

3.06 Grundfos Canada Inc will ensure that emergency procedures, plans or public safety information meets the needs of persons with disabilities, and will provide this information in an accessible format or with communications supports on request.

Recruitment, Assessment and Selection Process

3.07 Grundfos Canada Inc will ensure that in our recruitment practices employees and the public are made aware that we will provide accommodation for applicants with disabilities in our recruitment, assessment and selection process.

3.08 When Grundfos Canada Inc selects job applicants for a job selection process, we will make applicants aware that, upon request, they have access to accommodation in relation to materials and processes that will be used for applicant screening and that take into account their accessibility needs due to disability.

3.09 When Grundfos Canada Inc makes an offer of employment, we will notify the successful applicant of our policy of accommodating employees with disabilities.

Supports for Employees

3.10 Grundfos Canada Inc will inform employees of our policy of supporting employees with disabilities and procedures that provide for job accommodations. This information will be provided to new employees as soon as practical and will provide new information as policies are revised.

Accessible Formats and Communication Supports

3.11 Where an employee with a disability requests, Grundfos Canada Inc will consult with the employee to provide or arrange for accessible formats and communication supports in relation to information that is generally available to employees in the workplace and that the employee needs to perform his or her job.

Workplace Emergency Response Information

3.12 Grundfos Canada Inc will ensure that individualized workplace emergency response information is provided to employees who have a disability provided the disability is such that individualized information is necessary and we have been made aware of the need for accommodation due to

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disability. Grundfos Canada Inc will provide the necessary information as soon as practical after becoming aware of the need for accommodation.

3.13 If an employee who receives individualized workplace emergency response information requires assistance, Grundfos Canada Inc will, with the consent of the employee, provide such information to the person designated to provide assistance to the employee.

3.14 Individual workplace emergency response information will be reviewed when the employee moves to a different location; when the employee's overall accommodations needs change and/or when we review our general response procedures.

Individual Accommodation Plans

3.15 Grundfos Canada Inc will have a process in place for the development of documented individual accommodation plans for employees with disabilities. The process will address:

- How the employee requesting accommodation can participate in the development of the Individual accommodation plan.
- The means by which the employee is assessed on an individual basis. Grundfos Canada Inc can request an evaluation by an outside medical or other expert, at the company's expense, to assist in determining if accommodation can be achieved and if so, how it can be achieved.
- The steps taken to protect the privacy of the employee's personal information.
- How we will ensure that the individual accommodation plan is provided in a format that takes into account the employee's accessibility needs due to a disability.

3.16 Training

Grundfos Canada Inc is committed to establishing, implementing and maintaining a program for training on increasing the awareness of accessibility and removing attitudinal barriers. Grundfos Canada Inc will ensure that all employees and contractors receive training about the provision of its programs and services to persons with disabilities. In addition, every person who participates in developing the policies, procedures and practices governing the provision of programs or services will receive appropriate training.

The training shall include but is not limited to the following:

- Review of the purpose of the [Accessibility for Ontarians with Disabilities Act \(AODA, 2005\)](#) and the requirements of the Ontario Regulation 191/11, Integrated Accessibility Standards Regulation (IASR), including information and communications and employment.
- The Human Rights Code as it pertains to persons with disabilities.
- Grundfos Canada Inc's Accessible Customer Service policies, procedures and practices governing the provision of services to persons with disabilities.

Training will be provided to each person as soon as is practical after he or she is assigned the applicable duties as well as on an ongoing basis as changes occur to Grundfos Canada Inc's workforce and or policies, procedures and practices governing the provision of services to persons with disabilities. Grundfos Canada Inc will keep detailed records of the training provided for reporting purposes.

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3.17 Notice of Availability of Documents

Grundfos Canada Inc will post notice in a conspicuous place and on its website that this policy and any other documents required by Ontario Regulation 191/11 will be made available to anyone upon request.

3.18 Alternate Formats

Grundfos Canada Inc is committed to providing accommodation to its customers where appropriate. If Grundfos Canada Inc is requested to provide a copy of a document to a person with a disability, Grundfos Canada Inc will work with the person with the disability to provide the document in an acceptable and appropriate format.

4. REFERENCES

Ontario Human Rights Code

Ontarians with Disabilities Act , 2001

[Accessibility for Ontarians with Disabilities Act \(AODA, 2005\)](#)

[Integrated Accessibility Standards, Ontario Regulation 191/11](#)

[Ministry of Economic Development, Trade and Employment](#)

5. POLICY CONTACT

Sharon Maksymyshyn, HRBP